

# **RBA Report Card Checklist**

## ***Report Card Development:***

1. Did I involve agency staff in the development of the report card? ☐
2. Did I use the Revision 4 report card template available on the Appropriations Committee's RBA website? ☐

## ***Report Card Elements:***

3. Is my report card no more than two pages? ☐
4. Did I include the agency and program name on my report card? ☐
5. Did I use one column per measure and a minimum font size of Arial 10 point? ☐
6. *[For updated 2010 and 2011 report cards only]* Is my quality of life result statement:
  - a. In proper form? ☐
  - b. Appropriate to my program without mentioning it? ☐
  - c. Sufficiently broad? ☐
7. Does my report card clearly explain the program's contribution to the quality of life result? ☐
8. Did I include all the required budget information for my program? ☐
9. Does my report card identify the major partners who have an important role to play in the program? ☐
10. Does my report card include 3-5 performance measures, specifically:
  - a. Do I have no more than 1 HOW MUCH measure? ☐
  - b. Do I have 1 or 2 HOW WELL measures? ☐
  - c. Do I have 1 or 2 BETTER OFF measures? ☐
  - d. If I am missing critical measures or need better data, did I include a Data Development Agenda to begin the data gathering process? ☐
11. Did I represent each measure graphically? ☐
12. Did I include a "story behind the baseline" for each measure? ☐
13. Did I use the appropriate symbol for the trend of each measure? ☐

14. Did I propose actions to “turn the curve” (i.e. move the baselines in a more positive direction) for my program? ☐
- a. Do the actions respond to the stories behind the baseline? ☐
  - b. Do I offer low-cost or no-cost actions? ☐
  - c. Are the actions likely to make a difference? ☐
  - d. Do the actions include the contributions of the partners? ☐
  - e. If there is a reduction in funding, have I included actions to do the least harm? ☐

***Report Card Submission Process:***

15. Did I request assistance from the RBA resource team? ☐
16. Did I make needed revisions to my report card? ☐
16. Did I submit the first version my new report card for 2012 by November 22? ☐
17. Did I submit my first version of the updated report cards for 2010 and 2011 by November 22? ☐
18. Did I submit the final version of my new report card by December 15? ☐
19. Did I submit the final version of the updated report cards for 2010 and 2011 by December 15? ☐

*Additional information, instructions and resources for the 2012 RBA report cards are available through the Appropriations Committee’s RBA website, <http://www.cga.ct.gov/app/rba>*